**To**

**[The Recipient Name]  
[Address/designation]**

**Re. Letter of Appreciation**

Dear Staff,

You receive many daily letters and emails replete with notifications, announcements, and follow-ups; however, this letter is written to thank you for your continuous efforts and hard work. We recently received an email from the [Designation of the person] of [Name of the Company]. They wrote to confirm the project and approved the proposal sent to them.

This project is one of the most important projects for the Company in terms of the Company's wide recognition and a chance to prove its potential to the market. We are happy to inform you that we won the project, and the proposal drafted by our hard-working team members has been accepted and approved by the Senior Project Manager of the [ Name of the Company].

At this moment, we want to tell you that winning this project would never have been possible without your efforts. Your competence and dynamic nature have always helped the Company reach its goals and complete assigned tasks on time. Having a team like yours makes a huge difference as we look back and see our progress. All the progress we made during these past ten years is all due to your hard work and tireless efforts.

I am thankful to you for being supportive, cooperative, and resilient all the time. Your consistent support and trust in the potential of this business brought me to this high position. I take credit for telling you how precious you are to our Company, and we honor your services.

Thank you for being part of this work.

Regards,

[Name]  
[Company]